

Agenda
Twenty-fourth Regular or Special Meeting
of the Twenty-Ninth Town Council of Highland
Regular Meeting of Monday, April 26, 2021 at 6:30 p.m.

Agenda organized pursuant to Section 2.05.090 of the Highland Municipal Code
 This meeting will be convened as an electronic meeting, pursuant to Governor
 Holcomb's Executive Orders, 20-04, 20-09, 20-25 and extended by Executive
 Order 21-08, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the
 duration of the emergency, through to April 30.

People may observe and record the meeting for live streaming by joining the meeting on the Zoom platform:

<https://zoom.us/j/98306281041?pwd=eEI0K3JIUnVzSSsyWkIvUTZtLzdmZz09>.

Further, persons wishing to offer comment in the meeting may access the electronic meeting by using the preceding and adding the password for Meeting ID 983 0628 1041, password (code): 989759

Prayer: Roger Sheeman

Pledge of Allegiance: Roger Sheeman

Roll Call:



Bernie Zemen

Mark A. Herak

Mark J. Schocke

**A GREAT PLACE
TO CALL HOME**

Thomas (Tom) Black

Roger Sheeman

Minutes of Previous Session: Minutes of the Regular Meeting of 12 April 2021.

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- Special Orders:**
1. **Executive Proclamation:** A Proclamation of the Municipal Executive Recognizing Friday, April 30, 2021 as Arbor Day in Highland.
 2. **Ratify Executive Session.** Ratify the calling of an Executive Session for Monday, April 19, 2021 at 7:30 p.m. pursuant to HMC Section 2.05.130(A) (6), Section 2.05.130(G).

COMMENTS FROM THE PUBLIC or VISITORS This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council regarding matters on the agenda. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

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- Appointments:**
- **Home Rule Boards and Commissions**
 (Appointments have been placed on agenda in case there is readiness to act)
Legislative Appointments
 Home Rule Commissions
 - 1. **Main Street Bureau Board:** (17) appointments to be made by the Town Council. Term: Two years ending 1 Jan 2023. *There is currently 1*

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

of the 17 in place and serving. Currently serving is Teri Yovkovich. (Hold until there is readiness.)

2. **Tree Board:** (2) appointments, to be made by the municipal executive, but requiring nomination from the Town Council. (Positions recently vacated by resignations of Ms. Constance Sherbondy and Ms. Judy Vaughn.)
 - a. Nomination by the Town Council. (The council would pass a motion to nominate the person desired for appointment.)
 - b. Appointment by executive. (If nominee is acceptable, the Town Council President may appoint.) (One term ends Jan 2022 and one Jan 2024)
3. **Community Events Commission Multi-year positions:** (2) appointments to be made by the Town Council. **Term: 4 years.**
 - One vacancy of term expires on 1 Jan 2025.
 - One vacant post the term of which expires 1 January 2022(unexpired term)

Single year positions: (2) appointments to be made by the Town Council.
Term: 1 year.

 - One position the term expiring on 1 January 2022
 - One position the term expiring on 1 January 2022

**Unfinished
Business &
General Orders:**

1. **Proposed Ordinance No. 1729:** An Ordinance to Amend Chapters 12.20 and 12.15 of the Highland Municipal Code Regarding Technical Corrections to Provisions Regarding the Reading Months for Wastewater Summer Consumption Protocol and Aligning the Delinquency Language in the Solid Waste Chapter, Pursuant To I.C. 36-9-25 Et Seq.
2. **Proposed Ordinance No. 1730:** An Ordinance to Amend Section 11.10.225(F) of the Municipal Code which provides for a Special Event or Activity with alcohol Permit issued by the Department of Parks and Recreation and its Governance by a Park and Recreation Board, all pursuant to I.C. 36-1-4, IC 36-1-5 and IC 36-10-3 et sequitur.
3. **Enactment No. 2021-16:** An Enactment Reducing Appropriations in the Annual Budget for Parks And Recreation Special Operating (General) Fund, Pursuant To I.C. 6-1.1-18, I.C. 36-5-3-5, Et Seq.
4. **Resolution No. 2021-15:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Works Board Department Of The Corporation General Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.
5. **Resolution No. 2021-17:** A Resolution Authorizing the Transfer of the Proceeds of the Cares Act Reimbursement Grants to the Corporation General Fund.
6. **Works Board No. 2021-12:** An Order of the Works Board Accepting the Bid of Dave's Tree Service, Inc. for Tree Removal and Pruning Services for the Year 2021.
7. **Authorizing the proper officer to publish legal notice of a public hearing:** Public Hearing to consider additional appropriations in the amount of \$226,310 in the **Downtown Allocation Area Fund** and in the amount of \$2,160 in the **Redevelopment General Fund.**

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

NEW BUSINESS:

**Comments or
Remarks from the
Town Council:
(Good of the Order)**

Councilor Bernie Zemen
Councilor Mark Herak
Councilor Mark Schocke
Councilor Thomas Black
Councilor Roger Sheeman

**COMMENTS FROM
THE PUBLIC or
VISITORS**

This portion of the Town Council Meeting is reserved for persons who desire to address the Town Council. Depending on the nature of the comments, the Town Council may direct the staff to address the topic or follow-up on matters that may arise from public comments. If necessary, the matter may be set for action at a future meeting. Persons addressing the Town Council are requested to limit their presentations to **two (2) minutes** and encouraged to avoid repetitious comments.

**ACTION TO PAY
Accounts Payable
Vouchers**

Accounts payable vouchers April 13, 2021 to April 26, 2021 in the amount of **\$534,481.81**.
Payroll Docket for the payday of April 09, 2021 in the amount of **\$226,837.01**.

ADJOURNMENT

The Town Council may meet in study session immediately following the Regular Meeting.
Posted pursuant to IC 5-14-1.5-4(a)

The Town of Highland acknowledges its responsibility to comply with the American with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, etc.) for participation in or access to Municipal sponsored public programs, services and or meetings, the Town of Highland requests that individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and or meeting. To make arrangements, contact the ADA Coordinator for the Town of Highland at (219) 972-7595.

**Enrolled Minutes of the Thirty-Sixth Regular or Special Meeting
For the Twenty-Ninth Highland Town Council
Regular Plenary Meeting (Electronic)
Monday, April 12, 2021**

The Twenty-Ninth Town Council of the Town of Highland, Lake County, Indiana met in its regular plenary session on Monday, April 12, 2021 at 6:30 O'clock P.M. in the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

This meeting was convened as an *electronic meeting*, pursuant to Governor Holcomb's Executive Order 20-04 and 20-09 allowing such meetings pursuant to IC 5-14-1.5-3.6 for the duration of the COVID-19 public health emergency, extended by Executive Order No. 21-08. Some persons were participating remotely on a Zoom platform that allowed for real time interaction and supported the public's ability to observe and record the proceedings. People were able to participate in person and remotely. When the agenda item provided for public comment, this was supported as well. All councilors participated electronically.

The Town Council President, Roger Sheeman, presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with the Councilor Thomas Black reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark Herak, Mark J. Schocke, Thomas Black and Roger Sheeman. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: John Reed, Town Attorney; Mark Knesek, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Superintendent of Parks and Recreation; Kathy DeGuilio-Fox, Redevelopment Director; and Kenneth J. Mika, Building Commissioner, Mark Knesek, Public Works Director were present (electronically).

Also present: Ed Dabrowski IT Director (Contract) and Board of Waterworks Directors; and Robert Tweedle, Utility Boards Attorney were also present..

Guests: Theresa Badovich and Robin Carlascio of the Idea Factory were present.

Minutes of the Previous Meetings: The minutes of the regular meeting of March 22, 2021 were approved by general consent.

Special Orders:

1. **Consideration of Proposed Additional Appropriations:** (controlled funds) Proposed Additional Appropriations in Excess of the 2021 Budget for the several departments of the Corporation General Fund in the amount \$713,303, the Municipal Cumulative Capital Development Fund in the amount of \$75,000, and the Parks and Recreation Special Operating (General) Fund) in the amount of \$12,767.
 - (a) Attorney verification of Proofs of Publication: The TIMES 01 April 2021. The Town Attorney verified that the proofs of publication complied with the relevant.
 - (b) Public Hearing. The Town Council President called the hearing to order.
1. Larry Kondrat, Highland, requested clarification that regarding the uses of the and purposes of the additional appropriations and the sources of funding.

With leave from the Town Council, the Clerk-Treasurer confirmed funds would be used to reimburse Parks and Police for COVID emergency response related expenses. The remainder of the funds going to Community Crossings and Assets.

- (c) **Action on Appropriation Enactment No. 2021-12:** An Enactment Appropriating Additional Moneys more than the Annual Budget for the several departments of the Corporation General Fund, the Municipal Cumulative Capital Development Fund, and the Parks and Recreation Special Operating (General) Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced Enactment No. 2021-12 on the moved its consideration at the same meeting or evening of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved, Councilor Zeman seconded the passage and adoption of Appropriation Enactment No 2021-12 at the same meeting or evening or meeting of its introduction. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

Town of Highland
APPROPRIATION ENACTMENT
Enactment No. 2021-12

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Several Departments of the Corporation General Fund, the Municipal Cumulative Capital Development Fund, and for the Parks and Recreation Special Operating (General) Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **several departments of the Corporation General Fund, the Municipal Cumulative Capital Development Fund, and for the Parks and Recreation Special Operating (General) Fund;**

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **several departments of the Corporation General Fund** and for the purposes herein specified, subject to the laws governing the same:

CORPORATION GENERAL FUND

Police Department

Acct. 001-0009-4XXX Police Body Cams	\$ 150,000.00
Acct. 001-0009-4XXX Police Drone	\$ 15,000.00
Acct. 001-0009-4XXX Automobile Purchase	<u>\$ 3,246.00</u>
Total 400 Series:	\$ 168,246.00
Acct. 001-0009-3XXX Automobile Lease	<u>\$ 5,300.00</u>
Total 300 Series:	\$ 5,300.00
Acct. 001-0009-23004 Other Supplies	\$ 11,736.00
Acct. 001-0009-2XXX Bicycle Program	<u>\$ 8,000.00</u>
Total 200 Series:	\$ 19,736.00
 Total for the Department:	 \$ 193,282.00

Fire Department

Acct. 001-0007-4XXX Extraction Tool		\$ 13,700.00
Acct. 001-0007-4XXX SCBA compressor		<u>\$ 75,000.00</u>
	Total 400 Series:	\$ 88,700.00
Acct. 001-0007-3XXX Target Solutions E Learning		<u>\$ 3,500.00</u>
	Total 300 Series:	\$ 3,500.00
Acct. 001-0007-23004 Other Supplies		\$ 5,917.00
Acct. 001-0007-2300X Rapid Intervention Kits (2)		\$ 13,700.00
Acct. 001-0007-23006 Active Shooter PPE Supplies		\$ 10,500.00
Acct. 001-0007-2300X Thermal Imagers (5)		<u>\$ 37,500.00</u>
	Total 200 Series:	\$ 61,700.00
Acct. 001-0007-11114 Training /MTG Compensation		<u>\$ 17,500.00</u>
	Total 100 Series:	\$ 17,500.00
Total for the Department:		\$ 177,317.00

Works Board and Services Department

Acct. 001-0011-3XXX Transfer for Community Crossings		\$ 250,000.00
Acct. 001-0011-3XXX Transfer for OTHER FUNDS		\$ 28,637.00
Acct. 001-0011-3XXX Transfer to Park & Rec Fund		<u>\$ 12,767.00</u>
	Total 300 Series:	\$ 291,404.00
Acct. 001-0011-4XXX LED MESSAGE SIGNS		<u>\$ 34,000.00</u>
	Total 400 Series:	\$ 34,000.00
Total for the Department:		\$ 325,404.00

Town Hall and Monuments Department

Acct. 001-0012-36003 Building Repair & Maintenance		<u>\$ 17,300.00</u>
	Total 300 Series:	\$ 17,300.00
Total for the Department:		\$ 17,300.00
TOTAL for the FUND:		<u>\$ 713,303.00</u>

Section 2. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Municipal Cumulative Capital Development Fund** and for the purposes herein specified, subject to the laws governing the same:

MUNICIPAL CUMULATIVE CAPITAL DEVELOPMENT FUND

Acct. 001-0000-39004 Application Software		\$ 22,000.00
Acct. 001-0000-39006 Software Training		<u>\$ 25,000.00</u>
	Total 300 Series:	\$ 47,000.00
Acct. 001-0000-43009 Computers/Printers		<u>\$ 28,000.00</u>
	Total 400 Series:	\$ 28,000.00
TOTAL for the FUND:		<u>\$ 75,000.00</u>

Section 3. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Park and Recreation Special Operating (General) Fund** and for the purposes herein specified, subject to the laws governing the same:

PARKS AND RECREATION SPECIAL OPERATING (GENERAL) FUND

Acct. 006-0000-21005 Lincoln Center Supplies		<u>\$ 12,767.00</u>
	Total 200 Series:	\$ 12,767.00
TOTAL for the FUND:		<u>\$ 12,767.00</u>

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

Section 5. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 12th Day of April 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 12th Day of April 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Roger Sheeman, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. Consideration of Proposed Additional Appropriations: (non-controlled funds): Proposed Additional Appropriations in Excess of the 2021 Budget for the Special Public Safety Fund in the amount of \$10,000, the Municipal Cumulative Street Fund in the amount of \$40,000 and the Law Enforcement Continuing Education and Supply Fund, in the amount of \$32,500.

(a) *Attorney verification of Proofs of Publication:* The TIMES 01 April 2021. The Town Attorney reviewed the proof and stated that the proof was in compliance.

(b) *Public Hearing.* The Town Council President called the hearing to order. There were no public comments. The hearing was closed.

(c) *Action on Appropriation Enactment No. 2021-13:* An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for Special Public Safety Fund, the Municipal Cumulative Street Fund, and the Law Enforcement Continuing Education and Supply Fund, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Herak introduced Enactment No. 2021-13 on the moved its consideration at the same meeting or evening of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Herak moved, Councilor Schocke seconded the passage and adoption of Appropriation Enactment No 2021-13 at the same meeting or evening or meeting of its introduction. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

Town of Highland
Appropriation Enactment
Enactment No. 2021-13

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the SPECIAL PUBLIC SAFETY FUND, MUNICIPAL CUMULATIVE STREET FUND, AND THE LAW ENFORCEMENT CONTINUING EDUCATION AND SUPPLY FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the Special Public Safety Fund, the Municipal Cumulative Street Fund, and the Law Enforcement Continuing Education and Supply Fund;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Special Public Safety Fund**, herein named and for the purposes herein specified, subject to the laws governing the same:

SPECIAL PUBLIC SAFETY FUND		
Acct. No. 093-0000-3XXXX DRONE TRAINING:		\$ 10,000.00
	<i>Total Series:</i>	\$ 10,000.00
	Fund Total:	\$ 10,000.00

Section 2. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Municipal Cumulative Street Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

MUNICIPAL CUMULATIVE STREET FUND		
Acct. No. 088-0000-44010 Sidewalk Replacement:		\$ 40,000.00
	<i>Total Series:</i>	\$ 40,000.00
	Fund Total:	\$ 40,000.00

Section 3. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Law Enforcement Continuing Education and Supply Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

LAW ENFORCEMENT CONTINUING EDUCATION & SUPPLY FUND		
Acct. No. 018-0000-3XXXXX Memberships:		\$ 7,500.00
	<i>Total Series</i>	\$ 7,500.00
Acct. No. 018-0000-4XXXXX K-9:		\$ 25,000.00
	<i>Total Series</i>	\$ 25,000.00
	Fund Total:	\$ 32,500.00

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 5. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 12th Day of April 2021. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 12th Day of April 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/ Roger Sheeman, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

3. **Further Consideration of the Determination by the Town Council as the Designating Body of Noncompliance:** At the plenary meeting of March 8, 2021, the Town Council reviewed the statement of benefits filed by DEMAND RESULTS, LLC, Safety Training Services and determined that (1) property owner did not substantially comply with its statement of benefits and that the failure to

substantially comply was not caused by factors beyond the control of the property owner. Pursuant to I.C. 6-1.1-12.1-5.9, notice in the form of a letter was sent including the following:

- (a) (i) *The current number of employees is less than what was originally estimated. Actual number of employees is 27. Estimated number of employees is 34.*
- (ii) *Number of employees retained is less than what was originally estimated. Actual number of employees retained is 25. Estimated number of employees retained is 34.*
- (iii) *Number of additional employees is less than what was originally estimated. Actual number of additional employees is 2. Estimated number of additional employees over three years is 16.*

(b) Hearing to further consider the property owner's compliance with the statement of benefits.

Based on the information by the property owner and other interested parties, the designating body shall again determine whether the property owner has made reasonable efforts to substantially comply with the statement of benefits and whether any failure to substantially comply was caused by factors beyond the control of the property owner.

If the designating body determines that the property owner has not made reasonable efforts to comply with the statement of benefits, the designating body shall adopt a resolution terminating the property owner's deduction... If the designating body adopts such a resolution, the deduction does not apply to the next installment of property taxes owed by the property owner or to any subsequent installment of property taxes.

A property owner whose deduction is terminated by the designating body may appeal the designating body's decision by filing a complaint in the office of the clerk of the circuit or superior court together with a bond conditioned to pay the costs of the appeal if the appeal is determined against the property owner.

Mark Fleishman, property owner, explained Safety Training Services' business estimate written and submitted to the Town in 2014 did not anticipate business downturns nor the COVID 19 Pandemic.

He pointed out Safety Training Services has received \$0 benefit historically from the abatement.

Responding to a question posed by the Town Council President, Mr. Fleishman revealed that there were at least six workers who are Highland residents. Mr. Fleishman currently has posted openings for OSHA trainers and Fire 1 or 2 trainers. The company is also hoping to recruit a field technician.

The Clerk-Treasurer confirmed that the review at the March 8, 2021 meeting the 6th of 10 possible leaving, four reviews remaining. Councilor Zemen thanked Mr. Fleishman for his company's generosity in volunteering at Johnson School. Mr. Fleishman stated Safety Training Services is committed to Highland.

The hearing was closed.

Action. Councilor Schocke moved to reaffirm initial determination of the Town Council made at its March 8, 2021 meeting, finding Safety Training Services was not in compliance with its statement of benefits. There was no second to the motion. The motion could not be placed before the Town Council for its consideration.

Councilor Herak moved that the Town Council find that the property owner has made reasonable efforts to substantially comply with the statement of benefits and that the Safety Training Services tax abatement should remain in place. Councilor

Zemen seconded. Upon a roll call vote, there were four affirmatives and one negative. With Councilors Zemen, Herak, Black and Sheeman voting in the affirmative, and Councilor Schocke voting in the negative, the motion passed. The property owner was found to be in substantial compliance with the statement of benefits and the tax abatement would continue.

Council President Sheeman noted that the abatement has cost the town nothing for 6 years and that the business has made efforts to comply with the conditions required for continuance of tax abatement.

Councilor Herak stated he had initially supported granting the abatement at the March 8, 2021 Town Council Meeting, and stated his belief that Safety Training Services had done its best to comply with the Statement of Benefits and should not be held responsible for business conditions beyond their control.

Comments from Visitors

1. Larry Kondrat, Highland, expressed his belief that the standard of review regarding compliance by property owners for tax abatement to be inconsistent between business applicants.

Mr. Kondrat inquired about the status of the Main Street Bureau board, noting only one member remained on the bureau.

Council President Sheeman noted that the board is being reorganized.

Staff Reports: The following staff reports were received and filed.

• **Building & Inspection Report for March 2021**

Permit Type	Number	Residential	Commercial	Est. Cost	Fees
Commercial Buildings:	0	0	0	\$0.00	\$0.00
Commercial Additions or Remodeling:	8	0	8	\$320,973.00	\$6,523.50
Signs:	2	0	2	\$3,286.00	\$534.00
Single Family:	0	0	0	\$0.00	\$0.00
Duplex/Condo:	0	0	0	\$0.00	\$0.00
Residential Additions:	0	0	0	\$0.00	\$0.00
Residential Remodeling:	65	65	0	\$542,475.00	\$13,239.00
Garages:	0	0	0	\$0.00	\$0.00
Sheds:	0	0	0	\$0.00	\$0.00
Decks & Porches:	2	2	0	\$3,600.00	\$553.50
Fences:	19	19	0	\$67,073.00	\$2,992.50
Swimming Pools:	0	0	0	\$0.00	\$0.00
DrainTile/ Waterproofing:	4	4	0	\$28,932.00	\$877.50
Miscellaneous	10	10	0	\$38,749.00	\$2,115.00
TOTAL:	110	100	10	\$1,005,088.00	\$26,835.00
Electrical Permits	9	6	3		\$1,613.00
Mechanical Permits	13	11	2		\$1,613.00
Plumbing Permits	10	8	2		\$1,878.30
Water Meters	2	1	1		\$911.85
Water Taps	0	0	0		\$0.00
Sewer/Storm Taps	0	0	0		\$0.00
TOTAL Plumbing:	12	9	3		\$2,790.15

March Code Enforcement:

Investigations: 062
Citations: 008
Warnings: 000

March Inspections:

Building: 17 Electrical: 19 Plumbing: 08 HVAC: 08
Electrical Exams: 1

• **Fire Department Report for March 2021**

<u>Type of Call</u>	<u>Month</u>	<u>YTD</u>
General Alarms	11	42
Paid Still Alarms	14	52
Still Alarms	00	07
Total Alarms:	25	Calls YTD: 101

• **Workplace Safety Report for March 2021**

There were no workplace incidents to report in March. The following report was filed.

Department	Injuries this Month	Year to Date 2021	Total in 2020	Restricted Days 2021	Lost Workdays This Year (2021)	Restricted Days Last Year (2020)	Lost Workdays Last Year (2020)
Parks	0	0	2	0	0	0	0
Fire	0	0	0	0	0	0	0
Police	0	1	2	0	0	0	0
Street	0	0	1	0	0	0	0
Water & Sewer	0	2	2	32	0	93	81
Maint.	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
TOTALS	0	3	7	32	0	93	81

Effective January 1, 2002, OSHA changed the record keeping guidelines. The municipality now counts the number of days lost from the day after the injury until the employee returns to work. Weekend, holidays, vacation days or other days scheduled off are included in the lost days count to a maximum of 180 days.

Unfinished Business and General Orders:

- Proposed Ordinance No. 1728:** An Ordinance to Amend the Highland Municipal Code Enacting a New Section 3.45.125 Creating American Rescue Plan Grant Fund.

Councilor Herak introduced Ordinance No. 1728 and moved its consideration at the same meeting or evening of its introduction. Councilor Schocke seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting or evening of its introduction.

Councilor Herak moved the passage and adoption of Ordinance No. 1728 at the same meeting or evening of its introduction. Councilor Schocke seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was adopted at the same meeting or evening of its introduction.

ORDINANCE NO. 1728
of the
TOWN of HIGHLAND, INDIANA

AN ORDINANCE TO AMEND THE HIGHLAND MUNICIPAL CODE ENACTING A NEW SECTION 3.45.125 CREATING AMERICAN RESCUE PLAN GRANT FUND.

WHEREAS, The Town Council is the fiscal body of the Town of Highland;

WHEREAS, IC 36-5-2-9 provides that the legislative body may adopt ordinances and resolutions for the performance of functions of the town; and,

WHEREAS, IC 36-1-3-4 provides that the powers units have under IC 36-1-3-4(b)(1) are listed in various statutes, further noting that these statutes do not list the powers that units have under IC 36-1-3-4 (b)(2); therefore, the omission of a power from such a list does not imply that units lack that power; and

WHEREAS, IC 36-1-3-4 further provides that a unit has all powers granted it by statute as well as all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute;

WHEREAS, The Town expects to receive a special distribution authorized by the United States Government to offer special assistance to municipal governments for impacts experienced in consequence of the Coronavirus 19, called American Rescue Plan Grant authorized from the Corona Virus Local Fiscal Recovery Fund;

WHEREAS, The Town has received further authoritative guidance from the Indiana State Board of Accounts, particularly State Examiner Directive 2021-01, regarding the ways and means as well as the fund accounting protocol related to the receipt of the American Rescue Plan Grant proceeds;

WHEREAS, The Town Council has determined that it would be desirable to establish an additional special fund and to allow the fund to be used for the purposes established in the new law according to the authoritative guidance; and

WHEREAS, The Town Council has determined that it is necessary, desirable and of great public benefit, to establish the fund herein referenced to support and carryout the lawful public purposes of the municipality,

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. The Highland Municipal Code is hereby amended by adding a new Section, to be numbered **Section 3.45.125** to be entitled: *American Rescue Plan Grant Fund*, which shall read as follows:

§ 3.45.125 AMERICAN RESCUE PLAN GRANT FUND

(A) *Establishment.* There is hereby authorized, created and established a fund of the Town of Highland, to be called the *American Rescue Plan Grant Fund*, pursuant to I.C. 36-1-8-12 and IC 36-1-3 et seq.;

1. The *American Rescue Plan Grant Fund* is dedicated and established for accumulating, for accounting and to provide resources to support lawful purposes of the municipality, and such specific purposes as are consistent with legal uses set forth in Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021;
2. The sources of funding for the *American Rescue Plan Grant Fund* includes the following:
 - (a) Proceeds, resources or payments received in consequence of distributions made under Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021;
 - (b) Interest earned from the investment of moneys on deposit to the credit of the fund, provided such investments are conducted pursuant to I.C. 5-13-9 et seq.;
 - (c) Such other financial resources as the United States may authorize from time to time; and,
 - (d) Appropriations by the Town Council;

3. The *American Rescue Plan Grant Fund* is established and remains in effect until such time as the fund is repealed or rescinded by action of the Town Council;

(B) *Purposes, Uses and Permissible Expenditures.* Expenditures from the *American Rescue Plan Grant Fund* shall be used **exclusively** for the following purposes:

1. To pay expenses authorized under Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021 and such guidance as may be issued by the Treasury Secretary of the United States;
2. To make expenditures for the lawful provision of government services to the extent of the reduction in revenue of the Town of Highland due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the Town, with FY 2019 serving as the base year;
3. To make necessary investments in water, sewer or broadband infrastructure, as authorized under the relevant law;
4. To pay any costs required to carry-out and support the objectives of the American Rescue Plan of 2021, as set forth in Section 603(c)(1);

(C) *Appropriations Required.* Expenditures from the *American Rescue Plan Grant Fund* may be made only upon appropriation by the fiscal body for the purpose for which the fund is specifically established, in the manner provided by statute for making other appropriations and shall be disbursed only on approved accounts payable vouchers allowed by the legislative body, all pursuant to IC 5-11-10 and IC 36-5-4.

(D) *Investments Authorized.* Money in the *American Rescue Plan Grant Fund* may be invested provided that the yields from the purchase and sale of any such investments shall be deposited with the fund pursuant to IC 5-13-9 and Chapter 3.40 of the Highland Municipal Code.

(E) *Proscribed Actions.* All disbursements related to any revenue replacement and all other expenditures must be appropriated and expended *directly* from the *American Rescue Plan Grant Fund* and cannot be transferred to the fund that experienced the revenue reduction owing to due to the COVID-19 public health emergency, or to any other fund of the Town.

Section 3. That any and all such ordinances in conflict with the provisions of this ordinance, are hereby repealed and are of no further force or effect. The Clerk-Treasurer shall be authorized to assign appropriate section numbers in support of the **codification** of the particular provisions of this ordinance, where necessary.

Section 4. This ordinance shall become and be in full force and effect from and after the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 12th day of April 2021. Consideration on same day or at same meeting of introduction attained 5 votes in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 12th day of April 2021 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Roger Sheeman, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

2. **Resolution No. 2021-14:** A Resolution Authorizing and Establishing A Second Reopening Policy. Councilor Herak moved the passage and adoption of Resolution No. 2021-14. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2021-14

A RESOLUTION AUTHORIZING and ESTABLISHING a SECOND REOPENING POLICY

Whereas, On January 30, 2020 the World Health Organization (WHO) declared a global health emergency regarding the emerging public health issue related to the corona virus;

Whereas, On June 8, 2020 the Town Council passed Resolution No. 2020-28 establishing reopening protocols and safety measures in consequence of the ongoing COVID 19 Pandemic and Public Health Emergency;

Whereas, In continuing consequence of the public health epidemic, certain plans to assuage the related economic effects from the health emergency were announced in Indiana Executive Order No. 2020-26, which set forth a systematic plan for re-opening business and governmental activities of the State of Indiana;

Whereas, The Governor of Indiana has made certain modifications to the required practices to protect the public health during the pandemic and owing to the evolution of circumstances regarding the desirable measures to be taken in consequence of the public health emergency;

Whereas, IC 36-1-4-2, authorizes a unit to establish and operate a government;

Whereas, IC 36-5-2-9(1), in setting forth the powers of a town legislative body, provides that the legislative body may adopt ordinances and resolutions for the performance of the functions of the town;

Whereas, IC 36-5-2-10(a), further provides that an ordinance, order or resolution passed by the legislative body is considered adopted, when it is signed by the executive; and,

Whereas, The Town Council desires to approve a modified re-opening policy as an interim measure, and comply with the directives set forth in most recent Executive Order and to account for the evolution of circumstances regarding the desirable measures to be taken in consequence of the public health emergency,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND, LAKE COUNTY, INDIANA:

Section 1. That the Town Council by the passage and adoption of this resolution formally finds and determines that Section 4(a) of Executive Order 20-26 did require *the following*:

(a) A written plan describing measures and safeguards to ensure a safe environment for the employees, customers, clients and members. The plan shall be provided to each employee or staff and posted publicly.

(b) It further expressly required the following four elements be included:

- i) Instituting an employee health screening process;
- ii) Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces;
- iii) Enhancing the ability of employees, customers and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer;
- iv) Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and / or employing other separation measures such as wearing face coverings or using barriers

Section 2. That in order to comply with the foregoing provisions, and to take into account the evolution of the circumstances regarding the desirable measures to be taken in consequence of the public health emergency the Town Council hereby approves and adopts a *modified* plan for workplace and public safety to be observed as the Town of Highland, a copy of which is attached and incorporated herein, in order to evidence its approval;

Section 3. The associated plans that are department specific are hereby authorized and approved, provided they be made public and copies are given to each employee of the relevant department;

Section 4. That this plan shall be periodically reviewed to determine its sufficiency or suitability for the purposes of promoting the health and safety of the workforce and the public.

DULY PASSED AND ADOPTED by the Town Council of the Town of Highland, Lake County, Indiana, this 12th Day of April 2021. Having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Roger Sheeman, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Exhibit for Resolution NO. 2021-14:
Adopted as Resolution No. 2021-14

TOWN of HIGHLAND WORKPLACE SAFETY MEASURES

A workplace plan that is in force when a national, state or regional public emergency is in effect involving a public health contagion. (*A plan to safely transition from closed campus and physical plant to incrementally opened.*)

This plan is constructed to at once preserves a safe work environment, foster and protect continuity of government, protect critical functions and optimize in the context of these objectives, quality service to residents of the Town. The Corona Virus COVID 19 is highly contagious and has particularly adverse impacts on human beings.

While gradually relaxing the municipal building closure, the following steps will be taken to ensure the plan and extend and continue services. The following is policy for workers in all municipal facilities of the Town of Highland, performing administrative, clerical and support services. Except for those departments with discretely described additional requirements, these practices shall be observed by all employees:

1. Employee screening process

- (a) All employees are required to monitor their own health conditions. It is mandatory that employees perform a self - check of any symptoms of illness. This includes but is not limited to symptoms of fever, shortness of breath, sore throat, body aches, loss of smell to list a few. (If you experience any signs of illness, stay home and contact your Supervisor or their designee). A checklist will be provided to assist with the monitoring.
- (b) All employees will be required to perform daily body temperature checks before coming to work. Employees are *expected* to take their temperature and ensure they are within normal range. Once employees arrive at work, you will be required to acknowledge you took your temperature and it was less than 100 degrees Fahrenheit. Employees will sign off on a brief survey of condition as part of screening.
- (c) A daily log will be maintained by each department that lists the employee by name, the employee's temperature before coming to work and the time of taking the temperature. The employee will sign the log.

2. Enhanced cleaning and protective practices

- (a) At the end of each work-day, all surfaces will be wiped down with appropriate cleaning anti-viral wipes. Doorknobs, telephones, computer keypads, copiers and light switches too will be cleaned. *A Checklist will be provided to verify the tasks are completed.*
- (b) A record or log of cleaning will be maintained by department or office.
- (c) After every customer interaction, surface where customer was served shall be wiped down.
- (d) If an employee has a temperature more than 100 degrees Fahrenheit, the employee shall remain stay at home and contact your Supervisor or designee. Your Doctor or Health Care Provider should also be contacted for further direction.
- (e) High Risk employees will be encouraged to remain at home and work remotely, if possible. (*High Risk employees are employees 65 years of age or older and those with pre-existing conditions, such as COPD, asthma or any condition that affects immune response.*)
- (f) If an employee has been in close contact with others while off from work (at home or in the Community) and they have symptoms of COVID - 19, contact your Supervisor or their designee prior to returning to work, as you may be subject to self-quarantine. If there has been contact, worker may be asked to monitor for up to seven days, with the final three days being symptom free including no fever without using any anti-fever medication.
- (g) If a worker has symptoms of COVID - 19 , the worker will be required to self-quarantine for a least (14) days and the last (3) days with zero symptoms, unless you have a negative test result, then you might return after (7) days, with the final three days with days with zero symptoms and or in accordance with CDC guidelines.
- (h) *Wipe and wash always.* Hand sanitizers dispensers shall be at the primary entrances and near the access points for major offices at conference room (upper chamber).
 - (i) For Town Hall: Hand sanitizers at entrance to redevelopment, entrance to building and inspection and inspectors rooms, and for Office of Clerk-Treasurer.
 - (ii) All workers are highly encouraged to wash hands with soap and water for at least 20 seconds at each break and as frequently as possible.

- (iii) If soap and water are not available, use hand sanitizer that contains at least 60% alcohol, as provided by the workplace.
- (iv) Other important workplace practices that employees are highly encouraged to observe include:
 - Avoid touching your face (Eyes, nose, mouth, etc.) with unwashed hands
 - Cover your mouth and nose with a cloth face cover (mask) while around others
 - Employees shall not congregate around another's work area and to continue to observe social distancing of at least 6 feet of distance.
- (i) Workers who count or receive cash or checks shall use appropriate latex, or high-tactile surgical gloves.
- (j) If a client or meeting is necessary, all will be convened in a large room as identified below, always, observing the social distancing guidelines, including maintaining six feet or more distance.
 - (i) For Town Hall: Plenary meeting room.
 - (ii) For Police Station:
 - (iii) For Central Fire Station:
 - (iv) For Public Works Facility:
 - (v) For Lincoln Community Center:
 - (vi) For Fire Station 2: No meetings to be convened
 - (vii) For Meadows Park Office: no meetings to be convened
- (k) Employer has installed "sneeze guards" and pedestrian routing measures from the front door to the referenced greeting counter.
- (l) Workers are encouraged to schedule and receive an COVID vaccination.

3. Visitor and guest management and safety

- (a) All departments should maintain conspicuously identified pedestrian routing that designates increments of six feet for social distancing paths for residents and guests to observe as they move through a facility
- (b) All public buildings should have a designated staging area, for no more persons than three (3) or less always segregated by six feet social distance guidelines.
- (c) In all cases when the weather is inclement and the staging area is at capacity, parking lots shall serve as a waiting room. Visitors and guests will be instructed to call when they have arrived providing a contact number for the employee to call back. As a service queue becomes available, the resident, guest or visitor will be called to come in greeted by a specified worker.
- (d) When dealing with guests, residents, and visitors, employees shall be provided appropriate face mask to wear for the extent of the visit. Employees are required to wear facial masks while serving customers, and while moving in office. Facial masks if possible, should be disposable and discarded in a special canister or collection bin. Facial masks that are made of cloth must be appropriately laundered frequently.
- (e) Guests, residents, and visitors will be required to wear a mask when interacting in any public building.
- (f) Signage shall be conspicuously displayed reminding all to practice social distancing of 6 feet or more, and wear masks, avoid touching face, and frequent hand-washing (as directed by CDC guidance and OSHA.)
- (g) Any part of this policy that is in conflict with CDC guidelines or OSHA requirements is void.

In addition to the foregoing, the following discrete department or functional practices are made policy:

- Public works Street/ water/ sanitation (on file with the department)
- Fire Fighters (on file with the department)
- Police (on file with the department)
- Parks and Recreation (on file with the department)
- Code Enforcement and Inspections (on file with the department)
- Redevelopment Department (on file with the department)

(h) This plan shall be reviewed periodically

3. **Works Board Order No. 2021-11:** A Joint Resolution of the Board of Works, Water Works Board, and the Sanitary Board Accepting and Approving a Proposal from NIES Engineering, Inc. for Professional Design Engineering Services For the 3500 Block of Jewett Avenue Water Main Replacement and Street Improvement Project in the Total Amount of \$48,000.00. Councilor Black moved the passage and adoption of Works Board Order No. 2021-11. Councilor Herak seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2021-11

WATER WORKS DISTRICT OF HIGHLAND
BOARD OF WATER WORKS DIRECTORS
RESOLUTION NO. 2021-07

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2021-06

A JOINT RESOLUTION OF THE BOARD OF WORKS, WATER WORKS BOARD, AND THE SANITARY BOARD ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INC. FOR PROFESSIONAL DESIGN ENGINEERING SERVICES FOR THE 3500 BLOCK OF JEWETT AVENUE WATER MAIN REPLACEMENT AND STREET IMPROVEMENT PROJECT IN THE TOTAL AMOUNT OF \$48,000.00

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists to make certain public improvements and repairs to roadway infrastructure on the 3500 Block of Jewett Avenue, including pavement, curb and gutter, sidewalk, driveway aprons and parkway trees and have hereto approved a project to be described as the 3500 Block of Jewett Avenue Water Main Replacement and Street Improvement Project (Project); and

Whereas, the Water Works District of Highland (WW District) is governed by its Board of Water Works Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Water Works Directors shall manage and control all works of the water works and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The WW District, through its Board of Directors, has determined the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, The Sanitary District of Highland (SD District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Project scope includes the repair and replacement of certain storm water facilities, which are the responsibility of SD District and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, The Works Board, Water Works Board, and Sanitary Board have heretofore determined a need to engage professional design engineering services in order to implement the Project, and

Whereas, NIES Engineering, Inc., (Consultant) has offered and presented an agreement to provide and furnish Professional Design Engineering Services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services completed, in an amount not to exceed Forty-eight Thousand Dollars (\$48,000.00) allocated in proportional shares equivalent to the percentage of construction work being completed for each agency; and

Whereas, The Town of Highland, through its Board of Works, now desires to accept and approve the agreement for services as herein described; and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described; and

Whereas, The Sanitary District of Highland, through its Board of Commissioners, now desires to accept and approve the agreement for services as herein described; and

Whereas, There are sufficient and available appropriation balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e),

Now, Therefore Be it Resolved by the Board of Works for the Town of Highland, Board of Directors of the Highland Water Works District, and the Board of Commissioners of the Highland Sanitary District; Lake County, Indiana, and, as follows:

Section 1. That the Professional Design Engineering Services Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Inc. for the 3500 Block of Jewett Avenue Water Main Replacement and Street Improvement Project is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for design engineering services in the not-to-exceed amount of Forty-eight Thousand Dollars (\$48,000.00) allocated in the amount as follows:

- a. Twenty-eight Thousand Dollars and no Cents (\$28,000.00) to the Town of Highland Board of Works is found to be reasonable and fair;
- b. Seventeen Thousand Dollars and no Cents (\$17,000.00) to the Water Works District of Highland is found to be reasonable and fair;
- c. Three Thousand Dollars and no Cents (\$3,000.00) to the Sanitary District of Highland is found to be reasonable and fair

Section 3. That the Town Council, which is the Works Board of the municipality; the Water Works District of Highland through its Board of Directors; and the Sanitary District of Highland through its Board of Commissioners believes that NIES Engineering, Inc. has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the Public Works Director, acting also as Water Works District Superintendent and Sanitary District Superintendent, is authorized to execute the agreement and all documents necessary to implement the Project.

Be it So Ordered

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 12th day of April 2021 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/ Roger Sheeman, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

Water works Board Jurat

Duly Adopted, Resolved and Ordered by the Highland Water Works District, Board of Directors, Lake County, Indiana, this 25th day of March, 2021. Having been passed by a vote of ____ in favor and ____ opposed.

**HIGHLAND WATER WORKS
BY ITS BOARD OF DIRECTORS:**

George A. Smith, President

Attest:

Richard E. Volbrecht, Jr., Secretary

Board of Sanitary Commissioners Jurat

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 20th day of April, 2021. Having been passed by a vote of _____ in favor and _____ opposed.

HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:

Richard Garcia, President

Attest:

David Jones, Secretary

4. Action to approve appointment or employment of full-time employee, pursuant to Section §3.03 of the Compensation and Benefits Ordinance. Public Works Director recommends the following:

The hiring of Sandra McKnight, to the full-time position of Dispatch Clerk in Public Works Department (Agency) at a rate of pay of \$17.38 per hour. This will not increase the full-time workforce greater than the authorized work force strength.

Councilor Zemen moved, Councilor Black seconded the appointment and hiring of Sandra McKnight, to the full-time position of Dispatch Clerk in Public Works Department (Agency) at a rate of pay of \$17.38 per hour. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The hiring was authorized and approved.

**Remarks from the Town Council:
(For the Good of the Order)**

- **Councilor Bernie Zemen:** • *Fire Department, Liaison • Liaison to the Advisory Board of Zoning Appeals.*

Councilor Zemen acknowledged the Fire Chief who offered a survey of service and incidents of the Fire Department.

Councilor Zemen acknowledged the Building Commissioner, who reported on matters pending before the who offered survey of matters before the Plan Commission.

Councilor Zemen acknowledged the Parks Director Alex Brown who reported that Park Pride Day was scheduled for April 24 and that the Daddy-Daughter Dance would be held April 30.

- **Councilor Mark Herak:** • *Budget and Finance Chair • Town Board of Metropolitan Police Commissioners, Liaison • Public Works Liaison • Economic Development Commission Liaison • Board of Sanitary Commissioners Liaison.*

Councilor Herak acknowledged the police chief who reported on matters relating to the police department.

Councilor Herak acknowledged the Building Commissioner who offered a survey of matters before the Advisory Board of Zoning Appeals.

Councilor Herak acknowledged the Public Works Director who reported on activities of the department.

- **Councilor Mark Schocke:** *Park and Recreation Board Liaison • Liaison to the Tree Board.*

Councilor Schocke announced Highland has been recognized as a Tree City USA for a second year by the Department of Forestry.

Councilor Schocke reported on matters relating to the Council of Community Events meeting. A colloquy ensued regarding the status of plans to include a beer garden attraction as part of the annual Independence Day festival at Main Square.

Councilor Tom Black: *Liaison to the Board of Waterworks Directors.*

Councilor Black inquired about the requested abatement application styled for Project Palisades. Director DeGuilio-Fox reported on matters relating to the Redevelopment Department.

- **Council President Roger Sheeman:** *Town Executive • Chair of the Board of Police Pension Trustees • Chamber of Commerce Liaison • Liaison to the Community Events Commission • Information Technology Liaison • Redevelopment Commission Liaison.*

Acknowledged the Redevelopment Director, who further reported on matters related to the Downtown Restaurant Crawl.

Comments from Visitors or Residents

1. Larry Kondrat, Highland, inquired about the time table for progress on the proposed Senior Housing development at the site between Cline Avenue and Kleinman Road adjacent to the Strack and Van Tils retail grocery store.
2. Terry Steagall, Highland, noted the recent passage of the American Recovery Act and that among its purposes was the ability to use its resources for water and sewer improvements. Mr. Steagall suggested that any lead water lines be eliminated in town.

It was noted that the Town had some lead pipes in the water system but that the publicly owned water treatment works, City of Hammond Water Department, adds a chemical to the water that prevents lead leeching from the pipes into the water.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Zemen moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period March 23, 2021 through April 12, 2021 and the payroll dockets for paydays of March 12, and March 26th, 2021. Councilor Black seconded. Upon a roll call vote, there were five affirmatives, no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$530,492.41; Motor Vehicle Highway and Street (MVH) Fund, \$93,655.46; Law Enforcement Continuing Education and Training and Supply Fund, \$1,659.37; Insurance Premium Agency Fund, \$214,474.85; Information Communications Technology Fund, \$12,437.62; Civil Donation Fund, \$5,000.00; Special Events Non Reverting Fund, \$17,829.00; Police Pension Fund, \$71,955.51; Municipal Cumulative Capital Development Fund, \$2,350.00; Traffic Violations and Law Enforcement Agency Fund, \$7,000.00; Public Safety Local Income Tax Fund,

\$2,331.00; Economic Development Local Income Tax Fund, \$500,000.00; Total: \$1,459,185.22

Payroll Docket for payday of March 12, 2021:

Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$16,817.96 Building and Inspection Department, \$9,040.10; Metropolitan Police Department, \$126,400.67; Public Works Department (Agency), \$66,642.99; Fire Department, \$3,757.82; and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$222,659.54.

Payroll Docket for payday of March 26, 2021:

Council, Boards and Commissions, \$10,725.24; Office of Clerk-Treasurer, \$16,879.80 Building and Inspection Department, \$9,040.76; Metropolitan Police Department, \$126,096.96; Public Works Department (Agency), \$64,186.41; Fire Department, \$3,687.80; and 1925 Police Pension Plan Pension Fund, \$68,347.86; Total Payroll: \$298,964.83.

Adjournment of Plenary Meeting. There being no further business on the agenda, the Town Council President adjourned the regular plenary meeting of the Town Council of Monday, April 12, 2021 at 8:39 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer

Approved by the Town Council at its meeting of _____, 2021.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer

TOWN OF HIGHLAND
PROCLAMATION OF the TOWN EXECUTIVE

**A PROCLAMATION RECOGNIZING FRIDAY, APRIL 30, 2021 AS ARBOR DAY IN
HIGHLAND**

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

Whereas, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air and storm water, produce life-giving oxygen, and provide habitat for wildlife;

Whereas, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products;

Whereas, Trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community;

Whereas, Trees, wherever they are planted, are a source of joy and spiritual renewal,

Now, Therefore, I, Roger Sheeman, by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Indiana, now hereby proclaim and designate Friday, April 30, 2021, as ARBOR DAY in the Town of Highland;



Sheeman by virtue of the authority vested in me as President of the Town Council of the Town of Highland, Indiana, now hereby proclaim and designate Friday, April 30, 2021, as ARBOR DAY in the Town of Highland;

Be it Further Proclaimed, That , I urge all Highland residents to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

In Witness Whereof, I have hereunto set my hand and caused the Corporate Seal to be affixed at the Highland Municipal Building this 26th day of April in the year 2021.

TOWN of HIGHLAND, INDIANA
BY ITS TOWN COUNCIL PRESIDENT

ROGER SHEEMAN

Attest:

Michael W. Griffin, Clerk-Treasurer

ORDINANCE NO. 1729
TOWN OF HIGHLAND

AN ORDINANCE TO AMEND CHAPTERS 12.20 AND 12.15 OF THE HIGHLAND MUNICIPAL CODE REGARDING TECHNICAL CORRECTIONS TO PROVISIONS REGARDING THE READING MONTHS FOR WASTEWATER SUMMER CONSUMPTION PROTOCOL AND ALIGNING THE DELINQUENCY LANGUAGE IN THE SOLID WASTE CHAPTER, PURSUANT TO I.C. 36-9-25 ET SEQ.

WHEREAS, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq; and

WHEREAS, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

WHEREAS, The Legislative Body on July 21, 1969 did establish a Department of Public Sanitation and Sanitary District by passage and adoption of Ordinance No. 586 of the Town, now codified as Chapter 12.10 of the Highland Municipal Code;

WHEREAS, The Town of Highland, is a municipality located in Lake County which operates a Department of Public Sanitation, which has been continuously governed by the provisions of IC 36-9-25 et seq. at least since 1970; and,

WHEREAS, The Board of Sanitary Commissioners, noting that certain technical changes were necessary and desirable to Section 12.20.340 and Chapter 12.15 of the Highland Municipal Code, passed and adopted its Resolution No. 2021-07 recommending desirable and necessary changes to Section 12.20.340 and Chapter 12.15 of the Highland Municipal Code and now is commending these to the Town Council for its favor and action;

WHEREAS, The Board of Sanitary Commissioners, has requested that the Town Council of the Town of Highland as the legislative body favor approve and adopt these changes set forth in Resolution No. 2021-07 pursuant to IC 36-9-25 et seq., and thereby put them into force and effect;

WHEREAS, The Town of Highland, through its Town Council now wishes to still further perfect its own organization as well as that of the Department of Public Sanitation and make certain amendments to the ordinance establishing and governing the ways and means of the Sanitary District, pursuant to IC 36-9-25 et seq.; and,

WHEREAS, The Town Council now desires to favor the recommendations for amendment to the Highland Municipal Code as recommended by the Board of Sanitary Commissioners for Chapters 12.20 and 12.15 by making these amendments as commended,

Therefore, Now Be it Hereby Ordained by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That subdivision (B)(1) of Section 12.20.340 of the Highland Municipal Code be hereby deleted and repealed and be hereby amended by inserting the following replacement subdivision, to be renamed subdivision (B)(1) of Section 12.20.340, which shall read as follows:

Section 12.20.340 Special Adjustments

(B) *Summer Consumption Protocol.* There shall be a summer usage consumption protocol in order that single and two-family residential users of wastewater service shall not be unduly charged for sprinkling their lawns and other summer activities where higher consumption does not have a nexus to cost recovery and wastewater treatment.

(1) There is established a summer usage period in which shall apply to single-family and two-family residential users. The summer usage period applies to metered usage for beginning on the date the meter is read in ~~May~~, June, July, August, ~~and~~ September and ending on the date the meter is read in October;

Section 2. That Section 12.15.090 subdivisions (B) and (C) of the Highland Municipal Code be hereby deleted and repealed, then be hereby amended by inserting the following replacement language, to be renamed Section 12.15.090 subdivision (B), which shall read as follows:

12.15.090 Solid waste management fees and services.

~~(B) The solid waste management fees, which shall be payable monthly and charged to qualified residential dwelling units shall be based upon the presumptive service volume according to the following:~~

- ~~(1) Standard service volume will be provided to qualified residential dwelling units that are principally occupied by a person or persons who are not described in subsection (B)(2) of this section.~~
- ~~(2) Reduced service volume will be provided to qualified residential dwelling units that are principally occupied by persons who are 65 years of age or older, and upon approved applications to the public works director. "Principally occupied by persons who are 65 years of age or older" shall mean that at least 50 percent of the regular occupants in the dwelling are persons 65 years of age or older, or at least one occupant owner of a jointly owned dwelling is 65 years of age or older.~~
- ~~(3) Reduced service volume may be provided to other users upon special application to the public works director or his designee, expressing the~~

~~reasons for such service and establishing to the satisfaction of the public works director or his designee that reduced service volume is warranted.~~

~~(C)~~ **(B)** The solid waste management fees shall be payable monthly and shall be billed, whenever practicable to do so, with the utility bill associated with charges for water, wastewater, stormwater and other services. **invoices shall be issued pursuant to the billing and reading frequencies and practices of the municipal water utility, all pursuant to Chapter 12.05 HMC. Service bills (invoices) shall be payable at the same time as water service bills of said utility are payable.** Solid waste management fees shall be deposited into the sanitary district special operating fund.

Section 3. That Section 12.15.090 of the Highland Municipal Code be hereby amended by renaming the subdivisions therein, which shall read as follows:

Subdivision (D) shall be renamed **(C)**

Subdivision (E) shall be renamed **(D)**

Subdivision (F) shall be renamed **(E)**

Subdivision (G) shall be renamed **(F)**

Section 4. That Section 12.15.120 of the Highland Municipal Code be hereby repealed and be hereby amended by inserting the following replacement section to be renamed Section 12.15.120, which shall read as follows:

12.15.120 Delinquent accounts.

(A) *How Delinquencies Arise.* Fees ~~levied~~ **charged** pursuant to this chapter shall be due and payable on or before the due dates shown on the bills. Any fee not paid by the due date shall be considered delinquent. Such delinquent fee together with any applicable interest shall be collectible as hereinafter set forth.

~~(B) As is provided by statute, all rates and charges that are not paid when due are hereby declared to be delinquent, and a penalty of 10 percent of such rates or charges shall thereupon attach thereto. The time at which such rates or charges shall be paid is now fixed as the due date fixed for potable water. The penalty shall attach at 30 days after the date of mailing of the bill, pursuant to HMC 12.20.350. [Ord. 1637 § 1, 2016].~~

(NEW) (B) Delinquent Bills and Fees. Rates or charges so established shall be paid on the due date as stated in such bills. If such rates or charges are not paid on the due date thereof, as stated in such bills, after written notice to the owner of any such lot, parcel of real estate or building, the same shall thereupon become and hereby are declared to be delinquent and a penalty of ten percent (10%) of the amount of such charges shall attach, which charges, together with the penalty, shall be collectible in the manner hereinafter provided.

(NEW) (C) It shall be the duty of the clerk-treasurer of the town to enforce payment thereof, together with the penalty hereinabove provided.

- (1) The clerk-treasurer shall certify to the county auditor a list of such rates or charges, including the amount of the penalty, which have become delinquent according to law.
- (2) Such list shall include the name or names of the owner or owners of each and every lot, parcel of real estate or building on which such rates or charges have become delinquent, the description of such premises as shown by the records of the office of the county auditor, and the amount of such rates or charges, together with the amount of the penalty.
- (3) It shall be the duty of the county auditor to place and include any such rates or charges, including the amount of the penalty, on the tax list, roll of taxes or tax duplicate, in the appropriate place thereon in respect to the premises on which any such rates or charges and penalty are due and payable, in such manner and pursuant to the terms of IC [36-9-25-11\(g\)](#), [36-9-23-33](#) and [36-9-23-34](#).
- (4) A fee is not enforceable as a lien against a subsequent owner of property unless the lien for the fee was recorded with the county recorder before the conveyance to the subsequent owner. If the property is conveyed before the lien can be filed, the municipality shall notify the person who owned the property at the time the fee became payable. The notice must inform the person that payment, including penalty fees for delinquencies, is due not more than fifteen (15) days after the date of the notice. If payment is not received within one hundred eighty (180) days after the date of the notice, the amount due may be expensed as a bad debt loss.
- (5) A lien attaches against real property occupied by someone other than the owner only if the utility notifies the owner not later than twenty (20) days after the time the utility fees become sixty (60) days delinquent. A notice sent to the owner under this subsection must be sent by first class mail or by certified mail, return receipt requested (or an equivalent service permitted under [IC 1-1-7-1](#)) to:

- (a) the owner of record of real property with a single owner; or
- (b) at least one (1) of the owners of real property with multiple owners;
at the last address of the owner for the property as indicated in the records of the county auditor on the date of the notice of the delinquency, or to another address specified by the owner, in a written notice to the utility, at which the owner requests to receive a notice of delinquency under this subsection.

The cost of sending notice under this subsection is an administrative cost that may be billed to the owner.

NEW (D) In addition to the methods of collection of such charges, including the penalty thereon, when the same become delinquent as hereinabove provided, the board of sanitary commissioners shall have the right to foreclose the lien hereinbefore established. In all suits brought to

foreclose such lien, the board of sanitary commissioners shall recover the amount of such charges and the penalty thereon, together with a reasonable attorney's fee, pursuant to the terms of IC [36-9-25-11\(g\)](#), [36-9-23-33](#) and [36-9-23-34](#).

Section 5. That Sanitary District Resolution 2021-07 be made a part of this ordinance as an exhibit.

Introduced and Filed on the 26th day of April 2021. Consideration on same day or at same meeting of introduction sustained a vote of _____ in favor and _____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this _____ Day of April 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2021 - 07

A RESOLUTION FOR TEXTUAL AMENDMENTS TO HIGHLAND MUNICIPAL CODE SECTION 12.20.340 ASSOCIATED WITH THE SUMMER USAGE PROTOCOL AS WELL AS CHAPTER 12.15 OF THE SOLID WASTE MANAGEMENT PROGRAM IN THE TOWN OF HIGHLAND, ALL PURSUANT TO IC 36-9-25 ET SEQ.

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners (Board), pursuant to the provisions of IC 36-9-25 et seq.;

Whereas, IC 36-9-25-9 specifically provides that the Board shall manage and control all sewage works of the district and it shall collect and remove garbage, ashes, and other waste materials to prevent the pollution of watercourses within the district and to protect the public health;

Whereas, IC 36-9-25-11 provides that the Board may fix fees for the for the treatment and disposal of sewage and other waste discharged into the sewerage system, collect the fees, and establish and enforce rules governing the furnishing of and payment for sewage treatment and disposal service;

Whereas, The Board, did recently approve and recommend to the Town Council modifications to rates and charges for wastewater and storm water management services, that included a change that made the due date and delinquency date aligned with that imposed by the water department; and,

Whereas, It has been determined that there needs to be a clarifying amendment to the provisions regarding the summer consumption adjusting protocol and the alignment of the due date and delinquency date for the fees associated with the solid waste management services,

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That subdivision (B)(1) of Section 12.20.340 of the Highland Municipal Code be hereby deleted and repealed and be hereby amended by inserting the following replacement subdivision, to be renamed subdivision (B)(1) of Section 12.20.340, which shall read as follows:

Section 12.20.340 Special Adjustments

(B) Summer Consumption Protocol. There shall be a summer usage consumption protocol in order that single and two-family residential users of wastewater service shall not be unduly charged for sprinkling their lawns

and other summer activities where higher consumption does not have a nexus to cost recovery and wastewater treatment.

(1) There is established a summer usage period in which shall apply to single-family and two-family residential users. The summer usage period applies to metered usage for beginning on the date the meter is read in May, June, July, August, and September and ending on the date the meter is read in October;

Section 2. That Section 12.15.090 subdivisions (B) and (C) of the Highland Municipal Code be hereby deleted and repealed, then be hereby amended by inserting the following replacement language, to be renamed Section 12.15.090 subdivision (B), which shall read as follows:

12.15.090 Solid waste management fees and services.

~~(B) The solid waste management fees, which shall be payable monthly and charged to qualified residential dwelling units shall be based upon the presumptive service volume according to the following:~~

~~(1) Standard service volume will be provided to qualified residential dwelling units that are principally occupied by a person or persons who are not described in subsection (B)(2) of this section.~~

~~(2) Reduced service volume will be provided to qualified residential dwelling units that are principally occupied by persons who are 65 years of age or older, and upon approved applications to the public works director. "Principally occupied by persons who are 65 years of age or older" shall mean that at least 50 percent of the regular occupants in the dwelling are persons 65 years of age or older, or at least one occupant owner of a jointly owned dwelling is 65 years of age or older.~~

~~(3) Reduced service volume may be provided to other users upon special application to the public works director or his designee, expressing the reasons for such service and establishing to the satisfaction of the public works director or his designee that reduced service volume is warranted.~~

~~(C) (B) The solid waste management fees shall be payable monthly and shall be billed, whenever practicable to do so, with the utility bill associated with charges for water, wastewater, stormwater and other services. Invoices shall be issued pursuant to the billing and reading frequencies and practices of the municipal water utility, all pursuant to Chapter 12.05 HMC. Service bills (invoices) shall be payable at the same time as water service bills of said utility are payable. Solid waste management fees shall be deposited into the sanitary district special operating fund.~~

Section 3. That Section 12.15.090 of the Highland Municipal Code be hereby amended by renaming the subdivisions therein, which shall read as follows:

Subdivision (D) shall be renamed (C)

Subdivision (E) shall be renamed (D)

Subdivision (F) shall be renamed (E)

Subdivision (G) shall be renamed (F)

Section 4. That Section 12.15.120 of the Highland Municipal Code be hereby repealed and be hereby amended by inserting the following replacement section to be renamed Section 12.15.120, which shall read as follows:

12.15.120 Delinquent accounts.

(A) How Delinquencies Arise. Fees levied charged pursuant to this chapter shall be due and payable on or before the due dates shown on the bills. Any fee not paid by the due date shall be considered delinquent. Such delinquent fee together with any applicable interest shall be collectible as hereinafter set forth.

~~(B) As is provided by statute, all rates and charges that are not paid when due are hereby declared to be delinquent, and a penalty of 10 percent of such rates or charges shall thereupon attach thereto. The time at which such rates or charges shall be paid is now fixed as the due date fixed for potable water. The penalty shall attach at 30 days after the date of mailing of the bill, pursuant to HMC 12.20.350 [Ord. 1637 § 1, 2016].~~

(NEW) (B) Delinquent Bills and Fees. Rates or charges so established shall be paid on the due date as stated in such bills. If such rates or charges are not paid on the due date thereof, as stated in such bills, after written notice to the owner of any such lot, parcel of real estate or building, the same shall thereupon become and hereby are declared to be delinquent and a penalty of ten percent (10%) of the amount of such charges shall attach, which charges, together with the penalty, shall be collectible in the manner hereinafter provided.

(NEW) (C) It shall be the duty of the clerk-treasurer of the town to enforce payment thereof, together with the penalty hereinabove provided.

(1) The clerk-treasurer shall certify to the county auditor a list of such rates or charges, including the amount of the penalty, which have become delinquent according to law.

- (2) Such list shall include the name or names of the owner or owners of each and every lot, parcel of real estate or building on which such rates or charges have become delinquent, the description of such premises as shown by the records of the office of the county auditor, and the amount of such rates or charges, together with the amount of the penalty.
- (3) It shall be the duty of the county auditor to place and include any such rates or charges, including the amount of the penalty, on the tax list, roll of taxes or tax duplicate, in the appropriate place thereon in respect to the premises on which any such rates or charges and penalty are due and payable, in such manner and pursuant to the terms of IC ~~36-9-25-11(g)~~, ~~36-9-23-33~~ and ~~36-9-23-34~~.
- (4) A fee is not enforceable as a lien against a subsequent owner of property unless the lien for the fee was recorded with the county recorder before the conveyance to the subsequent owner. If the property is conveyed before the lien can be filed, the municipality shall notify the person who owned the property at the time the fee became payable. The notice must inform the person that payment, including penalty fees for delinquencies, is due not more than fifteen (15) days after the date of the notice. If payment is not received within one hundred eighty (180) days after the date of the notice, the amount due may be expensed as a bad debt loss.
- (5) A lien attaches against real property occupied by someone other than the owner only if the utility notifies the owner not later than twenty (20) days after the time the utility fees become sixty (60) days delinquent. A notice sent to the owner under this subsection must be sent by first class mail or by certified mail, return receipt requested (or an equivalent service permitted under IC 1-1-7-1) to:

- (a) the owner of record of real property with a single owner; or
- (b) at least one (1) of the owners of real property with multiple owners;
at the last address of the owner for the property as indicated in the records of the county auditor on the date of the notice of the delinquency, or to another address specified by the owner, in a written notice to the utility, at which the owner requests to receive a notice of delinquency under this subsection.

The cost of sending notice under this subsection is an administrative cost that may be billed to the owner.


NEW (D) In addition to the methods of collection of such charges, including the penalty thereon, when the same become delinquent as hereinabove provided, the board of sanitary commissioners shall have the right to foreclose the lien hereinbefore

established. In all suits brought to foreclose such lien, the board of sanitary commissioners shall recover the amount of such charges and the penalty thereon, together with a reasonable attorney's fee, pursuant to the terms of IC 36-9-25-11(g), 36-9-23-33 and 36-9-23-34.

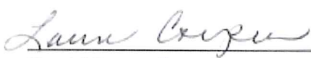
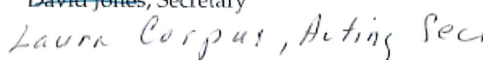
Section 5. That the Sanitary Board of Commissioners requests that this resolution be forwarded to the Town Council for its consideration and favor, amending the municipal code by ordinance with the provisions approved in this resolution.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 20th day of April 2021. Having been passed by a vote of 4 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:


Richard Garcia, President

Attest:


David Jones, Secretary

Laura Corpus, Acting Secy

ORDINANCE No. 1730
of the
TOWN of HIGHLAND, INDIANA

An Ordinance to Amend Section 11.10.225(F) of the Municipal Code which provides for a Special Event or Activity with alcohol Permit issued by the Department of Parks and Recreation and its Governance by a Park and Recreation Board, all pursuant to I.C. 36-1-4, IC 36-1-5 and IC 36-10-3 et sequitur.

Whereas, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

Whereas, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

Whereas, The Town of Highland, is a Municipal Government which may pass and codify ordinances for the operation of the government, all pursuant to IC 36-1-4 and IC 36-1-5;

Whereas, The Town of Highland, is a municipality located in Lake County, which operates a Parks and Recreation Department, which has been continuously governed by the provisions of IC 36-10-3 et seq. at least since 1969;

Whereas, The Town of Highland, through its Town Council now desires to still further perfect its own organization as well as that of the Parks and Recreation Department and make certain enhancements to the ordinance establishing and governing the Department of Parks and Recreation, pursuant to IC 36-10-3 et seq.;

Now, Therefore, Be it hereby ordained by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Section 11.10.225(F) of the Highland Municipal Code is hereby repealed in its entirety and amended with a successor section to be styled as Section 11.10.225(F) which shall read as follows:

11.10.225 Special event or activity with alcohol (SEAP).

(F) A special event with alcohol permit authorized under this section and HMC [11.10.020](#)(D) requires the following process:

- (1) Applicant filed request with park at least ~~120~~ 30 days before the event;
- (2) Parks and recreation superintendent will cause the application to be considered by the park board within a reasonable time;

- (3) The park and recreation board will consider the matter at a regular or specially called meeting. If the park and recreation board favors the application, it will approve the permit subject to the approval of the town council;
- (4) **The town council will consider the permit at the first regular or special meeting following the receipt of the permit action from the park and recreation board.** If the town council approves the application, the permit is granted. If it rejects the applicant ~~or fails to act 30 or more days before the event,~~ the permit is denied.

Section 2. That the provisions of any existing ordinances, which are in conflict with the provisions set forth in this ordinance are of no further force or effect and are hereby repealed;

Section 3. That the provisions set forth in this ordinance shall become and remain in full force and effect thereafter, immediately following the date of its passage and adoption upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 26th day of April 2021. Consideration on same day or at same meeting of introduction sustained a vote of ____ in favor and ____ opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED/REJECTED this ____ day of April 2021 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of ____ in favor and ____ opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**TOWN of HIGHLAND
APPROPRIATION ENACTMENT
ENACTMENT NO. 2021-16**

AN ENACTMENT REDUCING APPROPRIATIONS in the ANNUAL BUDGET for PARKS and RECREATION SPECIAL OPERATING (GENERAL) FUND, PURSUANT TO I.C. 6-1.1-18, I.C. 36-5-3-5, ET SEQ.

WHEREAS, It has been determined that it is now necessary to reduce appropriations from what was appropriated in the budget for the Parks and Recreation Special Operating (General) Fund;

WHEREAS, It has been determined that such diminished and reduced appropriations as may be approved by this enactment, will neither increase nor decrease the levy set under I.C. 6-1.1-17 and in the course of collection for FY 2021, however such reduction will serve to honor the most recent guidance regarding the treatment of CARES ACT proceeds as promulgated by the State Examiner of the Board of Accounts;

NOW, THEREFORE BE IT ENACTED by the Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following appropriations of money are hereby reduced and ordered returned and reverted to the funds herein named and for the purposes herein specified, subject to the laws governing the same:

PARK AND RECREATION SPECIAL OPERATING (GENERAL) FUND:

Reduce Account 006-0000-21005 Lincoln Center Supplies:	<u>\$12,767.00</u>
Total Reduction to 200 Series:	<u>\$12,767.00</u>

Total Reduction for the Fund: \$ 12,767.00

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these reductions be depicted in the proper documentation accompanying the filing of the Year 2021 Budget, pursuant to IC 6-1.1-17.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 26th day of April 2021. Consent to consider this enactment on same day or at same meeting of introduction sustained a vote of ____ in Favor and ____ opposed, pursuant to IC 36-5-2-9.8.

Duly Passed and Adopted this _____ Day of April 2021, by the Town Council of the Town of Highland, Indiana. Having passed by a vote of _____ in favor and _____ opposed, with a duly constituted enactment, all pursuant to I.C. 36-5-2-9.6; I.C. 36-5-3-5; I.C. 36-5-4-2.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2021-15**

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the WORKS BOARD DEPARTMENT of the CORPORATION GENERAL FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO I.C. 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Works Board Department of the Corporation General Fund;**

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That it has been shown that certain existing unobligated appropriations of the **Works Board Department of the Corporation General Fund,** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

CORPORATION GENERAL FUND

Works Board Department

Reduce Account:

001-0011-3XXX Transfer to Park & Rec Fund	<u>\$ 12,767.00</u>
<i>Total 300 Series Decreases:</i>	\$ 12,767.00

Increase Account:

001-0011-21005 Lincoln Center Supplies	<u>\$ 12,767.00</u>
<i>Total 200 Series Increases:</i>	\$ 12,767.00

Total of Fund Decreases:	\$ 12,767.00
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Total of Fund Increases:

\$ 12,767.00

DULY RESOLVED and ADOPTED this 22nd Day of March 2021 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**TOWN OF HIGHLAND
RESOLUTION NO. 2021-17**

**A RESOLUTION AUTHORIZING THE TRANSFER OF THE
PROCEEDS OF THE CARES ACT REIMBURSEMENT GRANTS TO
THE CORPORATION GENERAL FUND**

WHEREAS, Pursuant to the authority granted by the State Examiner's Directive 2020-03, and the authority conferred directly under IC 36-5-6-6(a), subdivisions (1), (2), (4), and (5), the Clerk-Treasurer did establish a temporary grant fund, styled as **Fund No. 175** to be called **CARES ACT IFA FUND**;

WHEREAS, Pursuant to the authority granted by the State Examiner's Directive 2020-03, and the authority conferred directly under IC 36-5-6-6(a), subdivisions (1), (2), (4), and (5), the Clerk-Treasurer did establish a temporary grant fund, styled as **Fund No. 176** to be called **CARES ACT CDBG FUND**;

WHEREAS, That the CARES ACT IFA FUND is dedicated and established to provide an accounting entity to account for the reimbursement grant funded by the CARES ACT, distributed by Indiana Finance Authority (IFA), specifically reimbursing the Town of Highland for its *Public Health and Safety wages and salaries* paid from March 1, 2020 through November 30, 2020;

WHEREAS, That the CARES ACT CDBG FUND is dedicated and established to provide an accounting entity to account for the reimbursement grant funded by the CARES ACT, distributed by the LAKE COUNTY COMMUNITY DEVELOPMENT DEPARTMENT , specifically reimbursing the Town of Highland for its *COVID based expenses* paid from March 31, 2020 through the date of the filing for reimbursement;

WHEREAS, That no direct expenditures from these temporary funds shall be lawful except to transfer the reimbursement grant proceeds to the fund from which the reimbursed expenses arose, which is the **Corporation General Fund**; and,

WHEREAS, The Town Council of the Town of Highland has determined that the grant proceeds on deposit to the credit of the CARES ACT IFA FUND and the CARES ACT CDBG FUND should now be transferred to the Corporation General Fund and desiring now to authorize and execute the transfer,

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the Clerk-Treasurer be and is hereby directed to transfer the following identified amounts of grant proceeds on deposit to the credit of the funds herein identified then to be transferred to and deposited to the credit of the **Corporation General Fund**:

(A)	CARES ACT IFA FUND	
	<i>Transfer to Corporation General Fund</i>	\$ 726,156.00

(B) CARES ACT CDBG FUND
Transfer to Rainy day Fund \$ 11,736.00

Section 2. That the Town Council further instructs the Clerk-Treasurer to create a special revenue account for the Corporation General Fund, to account for the receipts transferred from the CARES ACT FUNDS and deposited to the credit of the Corporation General Fund by authority of this resolution;

Section 3. That the Town Council still further instructs the Clerk-Treasurer to defease the funds created by him to account for the initial receipt of the CARES act proceeds, but not before an audit from the external auditor, the State Board of Accounts is completed.

DULY RESOLVED and ADOPTED this 26th Day of April 2021, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of _____ in favor and _____ opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

**TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS NO. 2021-12**

**An Order of the Works Board Accepting the Bid of Dave's
Tree Service, Inc. for Tree Removal and Pruning Services
for the Year 2021**

Whereas, The Town Council, as the Board of Works of the municipality, has deemed it necessary to solicit bids for road materials, supplies, and services (work) in order to construct, repair, and maintain public ways throughout the Town; and

Whereas, The Town Council, pursuant to §3.05.030(A)(1)(a) of the HMC, serves as purchasing agency for the Public Works Department; and

Whereas, The purchase price exceeds \$15,000.00 and pursuant to §3.05.040 (C) of the HMC requires the express approval of the purchasing agency; and

Whereas, The Public Works Director, pursuant to § 3.05.050(D)(1) of the HMC, serves as the Purchasing Agent for the Public Works Department; and

Whereas, The Purchasing Agent, pursuant to §3.05.060(H) of the HMC, expected that the purchase, aggregate, would be more than \$150,000 and invited bids in accordance with Section §3.05.060(H) of the HMC; and

Whereas, The Public Works Director has prepared bid specifications for the work anticipated for the year 2021 and the work was bid in accordance with §3.05.060(H) of the HMC; and

Whereas, The following bid(s) were received at 10:00 a.m. of April 15, 2021:

Tree Removal

Bidder	Dave's Tree Service, Inc. 2021 DBH Unit Prices
--------	--

Bid	6" to 11.9" = \$175
	12" to 17.9" = \$240
	18" to 23.9" = \$410
	24" to 29.9" = \$550
	30" to 35" = \$800
	>35" = \$1,680
	Stumps = \$5.00 per inch

Pruning

Dave's Tree Service, Inc.
Medium Trees (12" to 24") = \$240 / Tree

Large Trees (>24") = \$375 / Tree

Whereas, The Public Works Director has reviewed the bid and made recommendation for award on the various classes of work based on being the lowest responsive and responsible bids.

Now, Therefore, Be it Ordered, by the Town Council of Highland, Indiana, acting as the Works Board as follows:

Section 1. That the bid for tree removal and tree pruning services from Dave's Tree Service, Inc., 1555 Park West Circle, Munster, Indiana 46321 be accepted as the lowest responsive and responsible bid as follows:

Tree Removal

<u>Diameter Breast Height</u>	<u>Cost</u>
6" to 11.9"	\$175.00 each
12" to 17.9"	\$240.00 each
18" to 23.9"	\$410.00 each
24" to 29.9"	\$550.00 each
30" to 35"	\$800.00 each
> 35"	\$1,680.00 each
Stump Removal	\$5.00 per inch

Pruning

Medium Trees (12" to 24")	\$240.00 each (per tree)
Large Trees (>24")	\$375.00 each (per tree)

Section 2. The Public Works Director is hereby authorized to execute agreements and all documents necessary to implement the work.

Be it so ordered.

Duly, Passed and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 26th day of April, 2021 having passed by a vote of _____ in favor and _____ opposed.

**Works Board of the Town
Highland, Indiana**

Roger Sheeman, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at **6:30 p.m.** on the **10th day of May 2021**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

DOWNTOWN ALLOCATION AREA FUND

Increase:

Account No. 098-0000-44066 Project Construction:	\$ 143,676.00
Account No. 098-0000-44067 Project Contingency:	<u>\$ 82,634.00</u>
Total Series:	\$ 226,310.00

Total for the Fund: \$226,310.00

Funds to support these additional appropriations in the **Downtown Allocation Area Fund** shall be from miscellaneous revenues, tax increment accruing to the credit of the fund, and unobligated fund balance on deposit to the credit of the Fund.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are asked to contact the Office of the Clerk-Treasurer at (219) 838-1080 to provide an email address to allow the Zoom platform information to be provided if the meeting is still being conducted electronically alone. You may also write to the Office of the Clerk-Treasurer if you have concerns. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance for its information and file.

**TOWN COUNCIL of HIGHLAND
Roger Sheeman, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer**

**TOWN OF HIGHLAND
NOTICE TO TAXPAYERS
OF PROPOSED ADDITIONAL APPROPRIATIONS**

Notice is hereby given the taxpayers of the Town of Highland, Lake County, Indiana, that the Town Council of said Municipality in said Municipal Building, 3333 Ridge Road, at **6:30 p.m.** on the **10th day of May 2021**, will consider the following additional appropriations in excess of the budget for the current year in the following funds:

REDEVELOPMENT GENERAL FUND

Acct. 094-0000-35012 Downtown Marketing	\$ <u>2,160.00</u>
Total 300 Series:	\$ <u>2,160.00</u>
TOTAL for the FUND:	\$ <u><u>2,160.00</u></u>

Funds to support these additional appropriations in the **Redevelopment General Fund** shall be supported by unobligated, unreserved, undesignated fund balance.

Taxpayers appearing at such meeting shall have a right to be heard thereon. Taxpayers are asked to contact the Office of the Clerk-Treasurer at (219) 838-1080 to provide an email address to allow the Zoom platform information to be provided if the meeting is still being conducted electronically alone. You may also write to the Office of the Clerk-Treasurer if you have concerns. The additional appropriations, as finally made, will be filed with the Department of Local Government Finance, for its review. The Department of Local Government Finance shall make a written determination of the sufficiency of funds within fifteen days of receipt of a certified copy of the action taken.

**TOWN COUNCIL of HIGHLAND
Roger Sheeman, President**

**By: Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO
Clerk-Treasurer**

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

TOWN OF HIGHLAND, INDIANA

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC-5-11-10-1.6

DATED THIS 12th DAY OF April, 2021 MULLER
FISCAL OFFICER

ALLOWANCE OF VOUCHERS

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 5 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 534,481.81.

Dated this _____ day of _____, _____.

TOWN COUNCIL

MARK A. HERAK

ROGER SHEEMAN

BERNIE ZEMEN

MARK SCHOCKE

TOM BLACK

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0000						
001-0000-45200	GEN FUND TRANSFERS GROSS	91831	PAYROLL ACCOUNT	4/23 PRL D/S TRANSFER GENERAL	198,752.95	45534
			Total For Dept 0000		198,752.95	
Dept 0001 TOWN COUNCIL						
001-0001-31004	2021 SRPING ROUNDTABLE COUNCI	91673	AIM, ACCELERATE IND MUNICIP	2021 SPRING ROUND TABLE COUNCILMA	20.00	45522
001-0001-33001	ADDITIONAL APPROPRIATIONS-662	91606	THE TIMES	ADDITIONAL APPROPRIATIONS-66256	81.38	
001-0001-33001	ADDITIONAL APPROPRIATIONS-664	91607	THE TIMES	ADDITIONAL APPROPRIATIONS-66420	42.00	
001-0001-39004	INSERTING GAZEBO INTO BILLS	91756	LITHOGRAPHIC COMMUNICATIONS	APRIL 2021GAZEBO EXPRESS INSERT-8	804.25	
001-0001-39004	GAZEBO EXPRESS FEB 2021	91798	THE IDEA FACTORY, INC	GAZEBO EXPRESS APRIL/WEBSITE UPDA	2,193.71	
			Total For Dept 0001 TOWN COUNCIL		3,141.34	
Dept 0003 VIPS						
001-0003-22004	VEH PARTS FOR V1	91804	GARBER CHEVROLET OF HIGHLAN	PARTS FOR VIPS 1	78.85	
001-0003-39007	VIPS CAR WASHES FOR MARCH	91803	EASY CLEAN CAR WASH, INC	D/S VIPS CAR WASHES FOR MARCH	9.00	
			Total For Dept 0003 VIPS		87.85	
Dept 0004 CLERK-TREASURER						
001-0004-20003	MINUTE-ORDINANCE BOOKS-3	91749	A E BOYCE CO INC	MINUTE/ORDINACE BOOKS-3	628.51	
001-0004-20003	PIC MOUSE TRAP PLAST	91687	DENISE BECK (R)	REIMBURSEMENT FOR MOUSE TRAPS	22.63	
001-0004-31004	CT SCHOOL 5/18/21 KAS, DB, BW	91674	AIM, ACCELERATE IND MUNICIP	BUDGET WORKSHOP MAY 18 & MAY 20TH	675.00	45521
			Total For Dept 0004 CLERK-TREASURER		1,326.14	
Dept 0006 BUILDING & INSPECTION						
001-0006-20003	OFF DEPOT INV162501681001	91689	OFFICE DEPOT, INC	OFF DEPOT INV162501681001	60.78	
001-0006-20003	231822 TONER, LJ CE278A, HP,	91752	OFFICE DEPOT, INC	231822 TONER, LJ CE278A, HP, BLA	66.02	
			Total For Dept 0006 BUILDING & INSPECTION		126.80	
Dept 0007 FIRE DEPARTMENT						
001-0007-11113	1ST QUARTER UNPAID STILL ALAR	91781	HIGHLAND FIRE DEPARTMENT	1ST QTR STILL ALARMS AND MEETING	360.50	
001-0007-11114	1ST QUARTER MEETING ATTENDANC	91781	HIGHLAND FIRE DEPARTMENT	1ST QTR STILL ALARMS AND MEETING	24.72	
001-0007-20003	INVOICE# 159154107001	91782	OFFICE DEPOT, INC	OFFICE SUPPLIES	71.21	
001-0007-32006	NFC MOBILE DATA ALL ACCESS AD	91776	NFPA	NATIONAL FIRE CODES ANNUAL SUBSCR	393.90	
001-0007-32006	TARGET SOLUTIONS MOBILE DATA	91778	TARGET SOLUTIONS INC.	TARGET SOLUTIONS ONLINE FIRE TRAI	181.28	
001-0007-35005	HYDRANT - SOUTH STATION	91779	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	222.20	
001-0007-35005	HYDRANT - CENTRAL STATION	91780	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	225.42	
001-0007-35007	STORM - SOUTH STATION	91779	TOWN OF HIGHLAND UTILITIES	SOUTH STATION WATER & SEWER	97.37	
001-0007-35007	STORM - CENTRAL STATION	91780	TOWN OF HIGHLAND UTILITIES	CENTRAL STATION WATER & SEWER	107.07	
001-0007-39001	IAFC MEMBERSHIP DUES - CHIEF	91783	INT'L ASSOC OF FIRE CHIEFS	IAFC YEARLY SUBSCRIPTION- CHIEF	240.00	
001-0007-39001	MEMBERSHIP RENEWAL	91775	NFPA	ANNUAL SUBSCRIPTION - CHIEF	175.00	
001-0007-39001	NFC ALL ACCESS 1 YR SUBSCRIPT	91776	NFPA	NATIONAL FIRE CODES ANNUAL SUBSCR	951.60	
001-0007-39007	TRUCK 4 AERIAL SAFETY INSPECT	91777	DIVERSIFIED INSPECTIONS INC	AERIALS & HAND LADDERS INSPECTION	3,024.95	
			Total For Dept 0007 FIRE DEPARTMENT		6,075.22	
Dept 0008 PLAN COMMISSION						
001-0008-31002	PC INV#5071200227 3/26 - 4/05	91688	NIES ENGINEERING, INC.	PC INV#5071200227 3/26 - 4/05/21	621.18	
			Total For Dept 0008 PLAN COMMISSION		621.18	
Dept 0009 POLICE DEPARTMENT						
001-0009-21001	900.7 GAL OF GAS	91811	WARREN OIL COMPANY	900.7 GAL OF GAS DELV ON 4/2	2,307.96	
001-0009-21001	1000.3 GAL OF GAS	91812	WARREN OIL COMPANY	1000.3 GAL OF GAS DELV ON 4/9	2,497.74	
001-0009-21004	CLEANING SUPPLIES	91799	ABLE PAPER & JANITORIAL	CLEANING SUPPLIES FOR PD	604.69	
001-0009-21004	MEDICAL SUPPLIES FOR BOOKING	91801	CINTAS CORPORATION NO 2	MEDICAL SUPPLIES FOR CAB IN BOOKI	85.46	
001-0009-22004	PARTS FOR CAR 217	91802	DALE MAHONEY'S AUTO SERV	PARTS AND LABOR TO REPAIR CAR 217	20.37	

User: CRK

EXP CHECK RUN DATES 04/14/2021 - 04/27/2021

DB: Highland

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 001 GENERAL						
Dept 0009 POLICE DEPARTMENT						
001-0009-22004	INV763394 VEH PARTS FOR CAR 2	91813	WEBB FORD INC	VEH PARTS FOR CAR 217	622.97	
001-0009-32003	SPILLMAN CIRCUIT USER FEE FOR	91806	LAKE COUNTY DATA PROCESSING	SPILLMAN CIRCUIT USER FEE FOR APR	308.30	
001-0009-34003	PD PORTION OF PETROLEUM INV	91805	INDIANA DEPT OF ENVIRON MGT	D/S PD PORTION OF PETROLEUM INV	90.00	
001-0009-35001	LPR CAMERA 2000 RIDGE READ ON	91807	NISOURCE INC.	LPR CAMERA AT 2000 RIDGE RD READ	32.01	
001-0009-35001	LPR CAMERA 10221 INDY READ ON	91808	NISOURCE INC.	LPR CAMERA AT 10221 INDY READ ON	43.42	
001-0009-35005	WATER SERV 2/23- 3/26	91810	TOWN OF HIGHLAND UTILITIES	WATER SERV TO 3315 RIDGE 2/23-3/2	739.07	
001-0009-36001	LABOR TO REPAIR CAR 217	91802	DALE MAHONEY'S AUTO SERV IN	PARTS AND LABOR TO REPAIR CAR 217	95.00	
001-0009-36001	REPAIRS TO GAS PUMP	91809	NORTHERN INDIANA MECHANICAL	REPAIRS TO GAS PUMP	165.02	
001-0009-38006	MAT CHANGE ON 4/6	91800	CINTAS CORPORATION #319	MAT CHANGE AT PD ON 4/6	37.10	
			Total For Dept 0009 POLICE DEPARTMENT		7,649.11	
Dept 0011 SERVICES & WORKS						
001-0011-32008	ACCT. SERVICE FEES	91672	INVOICE CLOUD, INC	MARCH ACCOUNT SERVICE FEES 2021	335.85	999407
001-0011-32008	ACCT. SERVICE FEES	91760	FIRST FINANCIAL BANK CORP S	MARCH 2021 ACCT SERV FEES	1,816.60	999408
001-0011-34003	2021 AUTO INS D/S GEN	91609	TOWN OF HIGHLAND INS FUND (GEN. D/S 2021PROPERTY/CASUALTY I	97,873.83	
001-0011-34004	2021 CASUALTY INS D/S GEN	91609	TOWN OF HIGHLAND INS FUND (GEN. D/S 2021PROPERTY/CASUALTY I	60,007.26	
001-0011-34005	\$60,000 BOND TOWN OFFICERS &	91684	KEYSTONE BONDINGSURETY AGE	TOWN OF HIGHLAND OFFICERS AND EMP	2,652.00	
001-0011-34011	2021 PROPERTY INS D/S GEN	91609	TOWN OF HIGHLAND INS FUND (GEN. D/S 2021PROPERTY/CASUALTY I	29,690.16	45532
001-0011-38005	D/S CT FOR BANK RECS	91617	BAKER TILLY MUNICIPAL ADVIS	D/S CT BANK RECONCILIATION	735.00	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	91614	GOVHR USA, LLC	EXTENDED CONTRACT FOR TEMP DEPUTY	1,669.50	
001-0011-38005	EXT CONTRACT FOR TEMP DEPUTY	91690	GOVHR USA, LLC	EXTENDED CONTRACT FOR TEMP DEPUTY	1,627.50	
001-0011-39016	SR TAXI SUBSID 3/21/2021	91759	TRIPLE A EXPRESS	SR TAXI SUBS 3/23/21	5.00	
			Total For Dept 0011 SERVICES & WORKS		196,412.70	
Dept 0012 TOWN HALL						
001-0012-22008	VARIOUS FLAGS FOR FLAG MONUME	91784	W G N FLAG & DECORATING	VARIOUS FLAGS FOR FLAG MONUMENT	712.00	
001-0012-22008	FLAGS FOR TOWNHALL	91785	W G N FLAG & DECORATING	FLAGS FOR TOWN HALL	200.00	
001-0012-36003	TOWN HALL MATS 3/2630/2021	91686	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440 3/2	115.82	
001-0012-36003	TOWN HALL MATS 4/13/2021	91751	CINTAS CORPORATION #319	TOWN HALL MATS ACT 16459440 4/1	57.91	
			Total For Dept 0012 TOWN HALL		1,085.73	
			Total For Fund 001 GENERAL		415,279.02	
Fund 002 MVH						
Dept 0000						
002-0000-45200	MVH TRANSFERS GROSS	91832	PAYROLL ACCOUNT	4/23PRL D/S TRANSFER MVH	18,435.95	45535
			Total For Dept 0000		18,435.95	
Dept 0016 MVH ADMIN						
002-0016-22002	FLAGS FOR PW	91797	W G N FLAG & DECORATING	US AND POW FLAGS FOR PUBLIC WORKS	114.00	
			Total For Dept 0016 MVH ADMIN		114.00	
Dept 0017 MVH RECONSTRUCTION/MAINTENANCE						
002-0017-21003	GRACO GREASE PUMP	91789	HOSE CONNECTIONS INC	GRACO GREASE PUMP 50:1 FOR MAINT.	305.00	
002-0017-22005	160007 BLACK DIRT	91790	KROOSWK MATERIALS, INC	BLACK DIRT FOR ST DEPT	24.00	
002-0017-22005	YARDS OF BLACK DIRT	91791	KROOSWK MATERIALS, INC	BLACK DIRT FOR ST DEPT	48.00	
002-0017-22005	BLACK DIRT AND SEED	91792	KROOSWK MATERIALS, INC	BLACK DIRT AND SEED FOR SPREET DE	217.43	
002-0017-22005	YARDS OF BLACK DIRT	91793	KROOSWK MATERIALS, INC	BLACK DIRT FOR STREET DEPT D/S	48.00	
002-0017-22005	MAILBOX REPL. AND SUPPLIES	91794	MENARDS CORP - SCHERVILLE	MAILBOX REPLACEMENT AND SUPPLIES	52.72	
002-0017-36006	REPAIR PHOTO EYE AND SERVICE	91795	MIDWESTERN ELECTRIC INC	REPAIR PHOTO EYE AND SERVICE ON H	352.50	
002-0017-36006	REPLACE PHOTO EYE	91796	MIDWESTERN ELECTRIC INC	REPLACE PHOTO EYE NORTH OF HIGHWA	251.50	
			Total For Dept 0017 MVH RECONSTRUCTION/MAINTENANCE		1,299.15	

Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 002 MVH					19,849.10	
Fund 004 LR&S						
Dept 0000						
004-0000-31002	91786	DVG TEAM INC	FEB AND MAR 2021		600.00	
004-0000-31002	91787	NIES ENGINEERING, INC.	DEREK SNYDER		556.64	
		Total For Dept 0000			1,156.64	
		Total For Fund 004 LR&S			1,156.64	

Fund 018 LAW ENFORCE CON'T ED						
Dept 0000						
018-0000-20003	91818	HR DIRECT	PERSONNEL FILES		100.90	
018-0000-20003	91823	BLK & COLOR TONER CARTRIDGES	BLK AND COLOR TONER CARTRIDGES		1,048.95	
018-0000-23004	91814	PEOPLE COUNTERS	PEOPLE COUNTERS		51.80	
018-0000-23004	91819	5 PK5 BAGGIES FOR SUPPLY ROOM	BAGGIES FOR SUPPLY ROOM		11.95	
018-0000-31004	91816	REGSIT FEE FOR 2 OFFCER TRAININ	REGISTRATION FEE FOR 2 OFFICERS T		500.00	
018-0000-31004	91817	REGIST FEE 2 OFFC GLOCK MOS C	REGISTRATION FEE 2 OFF GLOCK MOS		800.00	
018-0000-31004	91820	BREATH RECERT FOR 6 OFFICERS	BREATH RECERT FOR 6 OFFICERS		240.00	
018-0000-31004	91821	REGS FEE 2 OFFICERS 7/20 SURV	REGISTRATION FEE FOR 2 OFFICERS T		398.00	
018-0000-31004	91824	REGIST FEE FOR 2 OFFICERS TRA	REGISTRATION FEE FOR 2 OFFICERS T		650.00	
018-0000-31004	91825	INSTRUCTOR RECERT	INSTRUCTOR RECERT FOR OFFICER		50.00	
018-0000-33002	91827	NOTICE TO BIDDRES AD 4/6	NOTICE TO BIDDERS AD		32.12	
018-0000-39005	91815	PD CAR WASHES FOR MARCH	D/S PD CAR WASHES FOR MARCH		174.00	
018-0000-39937	91826	NWR SWAT MEMBERSHIP	NWR SWAT INTERLOCAL MEMBERSHIP		4,000.00	
018-0000-42014	91822	DUAL PURPOSE PATROL/NARCOTIC	DUAL PURPOSE PATROL/NARCOTIC K9 W		13,500.00	
		Total For Dept 0000			21,557.72	
		Total For Fund 018 LAW ENFORCE CON'T ED			21,557.72	

Fund 030 ICT FUND						
Dept 0000						
030-0000-32003	91676	ELEVATOR PHONE-2/2-3/1/2021	219923-2320 260 1 ELEVATOR PHONE		184.78	45523
030-0000-32003	91677	219 R10 2255 255 7 4/1-4/30/21	219 R10 2255 255 7 4/1-4/30/21		574.24	45524
030-0000-32003	91675	PHONE/INTERNET FD CENTRAL	FD CENTRAL/2901 HIGHWAY-PHONE/INT		215.72	45525
030-0000-32003	91678	3001 RIDGE MAIN SQUARE 877140	3001 RIDGE MAIN SQUARE 8771400250		144.69	45526
030-0000-32003	91679	INTERNET SVC PS BLDG 8771400	INTERNET FOR PUBLIC SAFETY BLDG		238.40	45527
030-0000-32003	91680	FD SOUTH 2647 45TH ST	FD S STATION PHONE/INTERNET SVC 1		120.62	45528
030-0000-32003	91681	MEADOWS PKINTERNET ACT 877140	MEADOWS PK MO INTERNET 4/12-5/11/		115.61	45529
030-0000-32003	91682	PW INTNET # 8771400250212877	8771400250212877 PW 8001 KENNEDY		301.07	45530
030-0000-32003	91683	PW/B&I/PARK/FD WIRELESS 78032	PW/B&I/PARK/FD WIRELESS 780324475		1,162.32	45531
030-0000-32003	91758	PUMP STATION 877140025029637	PUMP STATION 8771400250296375 4/		241.25	45533
030-0000-38006	91753	MARCH 2021 COPIER AGREEMENT	MARCH 2021 COPIER AGREEMENT		436.78	
030-0000-38006	91798	WEB SECURITY MONTHLY	GAZEBO EXPRESS APRIL/WEBSITE UPDA		899.99	
030-0000-39007	91685	ACROBAT PRO DC	ADOBE INDESIGN, ACR0BAT		78.20	
030-0000-39024	91798	WEB UPDATE WEEKLY	GAZEBO EXPRESS APRIL/WEBSITE UPDA		676.35	
		Total For Dept 0000			5,390.02	
		Total For Fund 030 ICT FUND			5,390.02	

Fund 050 POLICE PENSION						
Dept 0000						
050-0000-45200	91837	POLICE PENSION TRANSFERS GROS	4/23PRL D/S TRANSFER POLICE PENSI		68,473.83	33751
		Total For Dept 0000			68,473.83	

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund 050	POLICE PENSION			Total For Fund 050	POLICE PENSION		68,473.83	
Fund 083	GENERAL IMPROVEMENT							
Dept 0000								
083-0000-34003	LIEN FOR ROBERT PEMBERTON-GEN	91754		LAKE COUNTY RECORDER	LIENS-PEMBERTON-THORNTON-GENERAL		50.00	
				Total For Dept 0000			50.00	
				Total For Fund 083	GENERAL IMPROVEMENT		50.00	
Fund 085	TRAFFIC VIOLATIONS							
Dept 0001	TOWN COUNCIL							
085-0001-00400	CASH BOND FEES	91619		LAKE COUNTY CLERK	CASH BOND FEES		250.00	45444
				Total For Dept 0001	TOWN COUNCIL		250.00	
				Total For Fund 085	TRAFFIC VIOLATIONS		250.00	
Fund 091	GAMING REVENUE							
Dept 0000								
091-0000-31002	NIPSCO POLE REPLACEMENT RIGHT	91788		FIRST GROUP ENGINEERING INC	PROFESSIONAL RIGHT-OF-WAY AND PRE		250.00	
				Total For Dept 0000			250.00	
				Total For Fund 091	GAMING REVENUE		250.00	
Fund 093	SPECIAL PUBLIC SAFETY FUND							
Dept 0000								
093-0000-31112	DRONE TRAINING FOR 2 OFFICERS	91828		FORENSIC MAPPING SOLUTIONS,	DRONE TRAINING FOR 2 OFFICERS		1,590.00	
				Total For Dept 0000			1,590.00	
				Total For Fund 093	SPECIAL PUBLIC SAFETY FUND		1,590.00	
Fund 249	PUBLIC SAFETY INCOME TAX FUND							
Dept 0000								
249-0000-43008	WALKIE BATTERY	91829		COMMUNICATIONS DIRECT, INC.	WALKIE BATTERY		130.92	
249-0000-43008	TRAFFIC CAMERA TRANSMITTER	91830		CONNECTED SOLUTIONS GROUP,	TRAFFIC CAMERA TRANSMITTER FOR LP		504.56	
				Total For Dept 0000			635.48	
				Total For Fund 249	PUBLIC SAFETY INCOME TAX FUND		635.48	

GL Number Invoice Line Desc Ref # Vendor Invoice Description Amount Check #

Fund Totals:

Fund 001	GENERAL			415,279.02	
Fund 002	MVH			19,849.10	
Fund 004	LR&S			1,156.64	
Fund 018	LAW ENFORCE CON'T ED			21,557.72	
Fund 030	ICT FUND			5,390.02	
Fund 050	POLICE PENSION			68,473.83	
Fund 083	GENERAL IMPROVEMENT			50.00	
Fund 085	TRAFFIC VIOLATIONS			250.00	
Fund 091	GAMING REVENUE			250.00	
Fund 093	SPECIAL PUBLIC SAFETY FU			1,590.00	
Fund 249	PUBLIC SAFETY INCOME TAX			635.48	

534,481.81

Payroll Docket

\$ 226,837.01	\$ 226,837.01	Delta	\$ -
Council, Boards and Commissions	\$ -		
Office of Clerk-Treasurer	\$ 16,784.41		
Regular Staff	\$ 16,784.41		
Field Service Rep	\$ -		
Building & Inspection	\$ 8,835.07		
Metropolitan Police	\$ 127,602.14		
Crossing	\$ 528.34		
Full-Time Police	\$ 104,865.53		
Full-Time Non-sworn	\$ 22,208.27		
Public Works Department	\$ 69,898.35		
Fire Department	\$ 3,717.04		
Component One	\$ 3,717.04		
Component Two	\$ -		
Police 1925 Pensions	\$ -		

Payday: 9-Apr-2021